

## University of Ruhuna

### Vacancy – Post of Project Administrator (Contract basis)

Faculty of Humanities and Social Sciences of the University of Ruhuna has initiated a comprehensive research project in peace building and reconciliation with financial assistance from the British Council Transform Programme. The University calls for application for the Post of Project Administrator (Contract basis) for the process of project.

#### Key Responsibilities:

- I. Keeping all the records of the meetings and discussions related to the project.
- II. Coordination of the communication between the research team of the University and the British Council of Sri Lanka.
- III. Preparing periodical reports related to the project.
- IV. Coordinating the work and responsibilities of the Research Assistants, providing the office supports to the research team in documentation and by updating the progress.

#### Educational and Professional Qualifications:

- I. Bachelors Degree from a recognized University.
- II. Fluency in oral and written communication in English.
- III. Proven qualifications in ICT including written and database management forms (MSWord, MS Excel, MS PowerPoint and primary database management systems).
- IV. Prior experience working with international Non-governmental Organizations would be an added advantage.

**Contract Period:** Six month (can be extended based on the performance)

**Remuneration:** An all-inclusive payment of LKR 70,000.00 per month.

#### Application:

Please send a self-prepared application form with description of all educational and professional qualification, on or before 6<sup>th</sup> July 2018 to the Senior Assistant Registrar, Faculty of Humanities & Social Sciences, University of Ruhuna, Matara. A soft version of application is also needed to be sent to [piyal@admin.ruh.ac.lk](mailto:piyal@admin.ruh.ac.lk)

Dean, Faculty of Humanities and Social Sciences  
University of Ruhuna, 18th June 2018